INCIDENT ORDERING CHECKLIST

This guide will help the Incident Management Team gather needed information to successfully complete their mission. The Agency Administrator should have this information readily available for the Logistic Section of the team when they arrive.

Cache Items (NFES Items)

Who is responsible to receive orders? (Dispatch, Expanded, Buying Team, Cache, Other _____) Name _____

Where are they located ? (Town / office) _____

Contact Name (Person in Charge)_____ Phone # _____ Fax # _____

Hours of Operation _____to_____   Supply lag time for shipment _____hours   Specific order times_____

Supply (local purchase) Items

Who is responsible to receive orders? (Dispatch, Expanded, Buying Team, Other _____)   Name _____

Where are they located ? (Town / office) _____

Contact Name (Person in Charge)_____ Phone # _____ Fax # _____

Hours of Operation _____to_____   Supply lag time for shipment _____hours   Specific order times_____

Overhead

Who is responsible to receive orders? (Dispatch, Expanded, Other _____) Name _____

Where are they located ? (Town / office) _____

Contact Name (Person in Charge)_____ Phone # _____ Fax # _____

Hours of Operation _____to_____   Specific order times_____

Crews

Who is responsible to receive orders? (Dispatch, Expanded, Other _____) Name _____

Where are they located ? (Town / office) _____

Contact Name (Person in Charge)_____ Phone # _____ Fax # _____

Hours of Operation _____to_____   Specific order times_____

Equipment

Who is responsible to receive orders? (Dispatch, Expanded, Other _____) Name _____

Where are they located ? (Town / office) _____

Contact Name (Person in Charge)_____ Phone # _____ Fax # _____

Hours of Operation _____to_____   Specific order times_____

Aircraft

Who is responsible to receive orders? (Dispatch, Expanded, Other _____) Name _____

Where are they located ? (Town / office) _____

Contact Name (Person in Charge)_____ Phone # _____ Fax # _____

Hours of Operation _____to_____   Specific order times_____

Who is the Agency contact, should ordering questions arise?_____

Is there an Area Command Team assigned?   Yes / No

Who will be managing the master set of order numbers? (Assigning numbers)_____

Other Information:

_____
_____
_____
_____